

TOSEEF MALIK

BACHOLER IN COMMERCE (I.T)

Address: Mohallah Qadarabad, Lalamusa, Pakistan

Email: toseefb29@gmail.com

Phone: +92342-0668903



I am seeking a career that provides me an opportunity to work with people and technology. I enjoy meeting targets, reaching solutions, dynamic environment and particularly teamwork. My career aim is motivated by a number of influences such as advancement, collaboration and job satisfaction.

CAREER HISTORY

- Over 5 years of practical experience in the field of Cash , Accounts, Finance.
- Handled Various Assignments Including Accounting, Financing, Internal Controls, Book Keeping and Compliance.

WORK EXPERIENCE DETAILS

BANK ALFALAH ISLAMIC GULYANA BRANCH

From 16 Dec 2021 to Till

Designation CSO
Branch Gulyana

JS BANK LIMITED (GULYANA BRANCH 9137)

Organization Type Banking
Designation U.T
Tenure 2019 to 2021 Dec
Reason for Switching Future Ambitions

Brief Job Description

- Dealing with customers and bankers.
- Handling Cash and sorting.
- Preparation of Cash Payment and Bank Payment Vouchers by Using JS-T24 .
- Correspondence with Customers and Bankers.
- Entering and Posting All types of Journal Vouchers in Customized Software.
- Pulling PRI by using RIA, Money Gram, ACE, W.U, Remit Home.

ZAFAR INTERTNATIONAL WALLSTREET (MONEY GRAM) PVT.

Organization Type Payment Booth
Designation FLA/Cashier
Tenure Oct 2019 to Dec
Reason for Switching Future Ambitions

EDUCATIONAL CREDENTIALS

| Degree | Institution / University | Specialization/Major | Passing Year | Score |
|---------------|---|----------------------|--------------|---------------|
| B.Com | University of the Punjab, Lahore Pakistan | Commerce | 2016 | 763 / |
| I-Com | Board of Intermediate & Secondary Education Gujranwala | Commerce | 2014 | 670 / 1100 |
| Matric | Board of Intermediate & Secondary Education Gujranwala | Science | 2012 | 650 / 1050 |

I.T SKILLS

- Power Accounting, Finance Manager (In-House Purpose Built Software), Tally ERP and FMS
- MS-Office (Word, Excel, Power Point)

CERTIFICATES AND AWARDS

- Certificate of MS-Office and Office Management.
- **Best Procter** of the year 2015 rewarded by **Chairmen of KCC.**

SKILLS AND ABILITIES

- Ability to meet Strict Deadlines
- Flexible and sincere.
- Co-operative and Hard Worker having Team Work Skills
- Good all round Accounting Knowledge

PERSONAL DETAILS

Father's Name : ABDUL MALIK
Marital Status : Single
CNIC/Passport No. : 34202-3805031-3
Language : English, Urdu, Punjabi
NOTICE PERIOD :
1 MONTH
Nationality : Pakistan
Reference : Available Upon Request